Portsmouth, Virginia Police Department
General Orders Manual

Property and Equipment		ADM	38
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APPROVED: Phillip L. Ash, Jr. Chief of Police

Members and employees of the Portsmouth Police Department shall be held responsible for the proper care and the use of Department property and equipment assigned to or used by them.

Members and employees of the Portsmouth Police Department shall operate Department vehicles and any other equipment in such a manner as to avoid injury to persons or damage to property. They shall, before use, examine any vehicle or equipment assigned to them and report any operational defects to their supervisor. Failure to report damage or defects will create the presumption that no inspection was made, or that damage was caused by the officer picking up the vehicle.

Members and employees of the Portsmouth Police Department shall be responsible for the care of Department property of every description and the prompt reporting of loss, damage, or defects.

No person shall be permitted to ride in a police vehicle unless necessary to the police function or unless authorized in written form by the Chief of Police.

Members and employees of the Portsmouth Police Department shall not temporarily nor permanently convert any department property or equipment to their own private or personal use or the sue of any other person.

If a member or employee of the Portsmouth Police Department terminated his or her employment with the Department, all equipment issued to same shall be returned to the property and Evidence Bureau on the same day that the termination is effective. If the Property and Evidence Bureau is closed then all equipment shall be returned to that individual's commanding officer, who will inventory the property, give a receipt for it, and subsequently turn all property, with inventory, in to Property and Evidence. Failure to return all items of City property may result in legal action being taken.